

## INSTRUCTION FOR SUPERVISOR

### 1. Introduction

A supervisor's prime responsibility is to ensure that the enumerators are properly trained and motivated to produce accurate data during the enumeration exercise. As supervisor, you have an important role in organizing the collection of data. You will also act as a resource person to the enumerators providing on-going assistance in terms of clarifying concepts and definitions, as for advice on how to handle difficult situations.

Remember also that you must not deviate from the established principles stated in the manuals. If you are unsure of how to treat a certain situation, it is important that you contact your Resort Leader or a member of the **Steering Committee**. Census Unit

Your skills to communicate in an efficient way with your enumerators and to monitor them, is of great importance for a successful census. As a supervisor you must emphasize the importance of working as a team. In operating as a team the job will be better organized and coordinated. Your skills to motivate the enumerators are very important to do the job in the right way.

An awful amount of money, time and energy is invested into a census, and therefore it is important to gather accurate and reliable data for social and economic planning purposes.

#### **Your duties and functions during this census are:**

- Train the enumerators
- Organize meetings to assign workloads to each enumerator and plan a course of travel. Only **one EB** must be assigned to each enumerator at a time.
- Go with each enumerator to the field to identify the boundaries of the EB assigned to him/her and go with him/her to the first interview.
- During the fieldwork, you will be in direct contact with the enumerators; therefore you are in the best position to encourage them to carry out their work properly.

- Arrange regular meetings (at the beginning certainly after 2 or 3 days) with your enumerators to check the progress of the work, to review the questionnaires and to accept or return questionnaires to the enumerators.
- Check data consistency for all the questionnaires according to this manual. If there are many inconsistencies, send the enumerator for a re-interview.

## **2. The supervisor's work**

### **2.1 Training of enumerators**

The 'Enumerator's manual' is for you also a training guideline. You must devote as much time as necessary for the complete understanding of each topic. All supervisors must be familiar with the boundaries of all the EB's in their assigned supervision area.

It must be made clear to the enumerators that the census implies house-to-house visits. Make sure that the enumerators know the boundaries of their EB and that they remain within these borders in order to avoid that households especially near the boundaries are visited twice.

An important aspect in training of enumerators is the definitions and the most important ones are the holding and holder. It is very important to emphasize that the agricultural holding will be identified through the Screening sheet (AC-1). Therefore it is essential that every question (belonging to each criterion) on each row (belonging to each head of the household) on the Screening sheet should be correctly filled in. This is the first step to record accurate data.

### **2.2 Identifying boundaries**

When assigning the EB to the enumerator, you must explain the assigned area in detail and study the map with the enumerator to make sure that he/she is able to identify the EB boundaries and plan a course of travel.

Accompany the enumerator to the assigned EB to identify the EB boundaries. Please make use of relevant features such as rivers, roads, buildings etc. if they can be located on the map.

## 2.3 Starting the fieldwork

When the fieldwork has started, it is advisable that you and the enumerator take the first interviews (until he/she fills in 2 questionnaires) and then let him/her continue. After 2 or 3 days you must arrange a meeting with your enumerators for a discussion and evaluation of the work.

## 2.4 Checking the enumerator's progress

*Receiving and checking the completed Screening sheets (Sheet AC-1) and Questionnaires is one of your main tasks.*

You must arrange regular meetings with your enumerators. The purpose of these meetings is:

- A Receiving completed questionnaires.
- B Identifying each questionnaire on the corresponding completed Screening sheet (Sheet AC-1).
- C Discussing with the enumerator the problems encountered in the field and clarifies his/her doubts.
- D Return incomplete questionnaires and questionnaires with uncertain information.

## 2.5 Check the Screening sheets (Sheet AC-1)

- Check on the Screening sheet (AC-1) if the name of the head of the household and address are recorded (column 2).
- Check for every household recorded on a row if all the questions have been answered; the row must be filled in completely (column 3-20).
- Check for each household if it meets the minimum criteria for a holding and whether "Yes" has been encircled indicating that a holding has been identified (column 19). Also make sure that a number is assigned to the holding (column 20). Check that two (2) holdings can not have the same number.
- When the screening sheet has been filled in, check that the information matches with the questionnaire

## 2.6 Check the questionnaire (Sheet AC-2)

### Front page

#### Questionnaire identification

There are boxes for District, Resort, Enumeration Block and Holding number. The number of the Districts, Resorts, Enumeration Block and Holding can be found in the Screening sheet, check if they are correct.

**Supplement:** 1.Yes or 2.No.

If “Yes” is crossed, check if the supplements occur.

**Holder: Name and telephone number (home and mobile); Respondent: Name, address, telephone number (home and mobile) and the relationship to holder**

Make sure that these questions are filled in. If the name of the respondent is recorded than the relation with the holder should also be recorded.

**Enumerator: Name, date of completion the questionnaire and signature**

When the questionnaire has been filled in by the enumerator, the date, the name and the signature of the enumerator must be filled in.

**Supervisor: Name, date of checking the questionnaire and signature.**

When the questionnaire has been checked by the supervisor, the date, the name and the signature of the supervisor must be filled in.

**Editor: Name, date of editing and coding and signature**

Before editing and coding (by the editor), the date, the name and the signature must be filled in

## SECTION 01 - IDENTIFICATION AND GENERAL CHARACTERISTICS OF THE HOLDING

- Check the skip questions. These questions are 1.1, 1.6, 1.10, 1.11 and 1.16.
- Check if all the questions are clear and readable.
- Check where only one (1) box must be crossed if this is done correctly.  
These questions are 1.1, 1.7, 1.8 and 1.17.
- Check where only yes or no must be crossed, if it is done correctly.  
These questions are 1.3, 1.10, 1.13, and 1.16
- Q.1.1 “Under which type of organization is the holding operated?” dictates which answers in section 01 and 02 will be completed.
- If the answer to Q.1.1 is code 1 then go to Q.1.2-1.11, Q 1.16-1.17 and section 02 must be completed. Skip the Q 1.12 – 1.15
- If the answer to Q. 1.1 is any other code (2-5) then only Q.1.12-1.15 should be completed, section 02 is skipped and section 03 must be completed.
- Q.1.11 The total number of persons in the household aged 10 years old and over must match the number of individual records listed in section 02.  
The total number of males (females) in the household aged 10 years old and over must match the number of individual recorded males (females) listed in section 02.
- Q 1.4 Write down the address of the holding if it differs from the address of the holder (Q 1.2)
- Q.1.5 Age and sex of holder should be the same what has been filled in section 02
- Q1.14 Write down the address of the holding if it differs from the address of the hired manager
- Q.1.15 Age and sex of hired manager should be the same what has been filled in section 03.
- Q.1.16 - Q.1.17 must be filled in for all holdings

## **SECTION 02 - FOR INDIVIDUAL AND HOUSEHOLD HOLDINGS ONLY (CODE 1 OF 1.1) DEMOGRAPHIC CHARACTERISTICS OF HOLDER AND HOLDER'S HOUSEHOLD MEMBERS 10 YEARS AND OVER**

- Check for every row, when a name of a person is recorded, if the codes for the questions 2.2, 2.4, 2.5 and 2.6 are filled in and also the age in question 2.3. Note that the age refers to the age in completed years after the last birthday.

## **SECTION 03 - EMPLOYMENT HIRED (EXCL. HOUSEHOLD MEMBERS) AND NATIONALITY**

- Check the skip Q. 3.1. If the answer is "Yes" at least one name should be listed in the table. If the answer is "No" go to section 04.
- Q. 3.2; 1.Total Male + 2.Total Female = 3.Total M+F  
The total number of males (females) in Q.3.2 must match the number of individual recorded males (females) listed in Q.3.2.2.
- Check if the number of workers in question 3.2.1 is equal to the number in Q. 3.2 total M+F.
- **Check for every row, when a name of a person is recorded if the codes for the questions 3.2.2, 3.2.4, 3.2.5 and 3.2.6 are filled in and also the age in Q. 3.2.3.**

## **SECTION 04 - TENURE, SIZE AND LAND USE**

- Check that a code for area unit is filled for total area (Q.4.2).
- The number of parcels identified in Q.4.1 must equal the number of parcels listed in Q.4.3
- Check for every row when a parcel number is filled in, if a code for type of land tenure (Q.4.3.2), **area** of parcel (Q. 4.3.3) and at least one of the land uses (Q.4.3.4) has been filled in.
- For each parcel in a row the sum of individual categories of land use (Q.4.3.4.1 - Q.4.3.4.9) must add to the total area of that parcel listed in Q.4.3.3.
- The total area of parcel(s) in column 4.3.3 should be equal to the total area in Q.4.2 and also equal to the total land of use.

Check the following:

- Total area growing in Q 4.3.4.1=Total area growing in Q 5.5.
- Total area growing in Q 4.3.4.2 =Total area growing in Q 6.7.
- Total area growing in Q 4.3.4.3= Total area growing in Q 7.7.

## **SECTION 05, SECTION 06, SECTION 07, ANNUAL, SEMI-PERMANENT, PERMANENT CROPS AND AREA**

- Check the skip questions 5.1, 6.1 and 7.1. If the answer is “Yes” at least one crop should be listed in the table.
- Check for every row when the name of the crop is filled in, if the area growing and the area unit code are filled in. Check for Q.6.6 and 7.6 if the code 1. Pure stand, 2. Mixed stand and 3. Scattered are filled in. When the crop has been planted in a mixed or scattered manner, check for Q.6.5 and Q.7.5 if the number of trees/plants is recorded.
- Check for these sections (05, 06 and 07) if for the same parcel the same parcel **serial** number is used, which have been recorded in Q. 4.3.1.
- **Check for Q.5.5, 6.7 and 7.7 under growing area, that decimals only for ha and kt<sup>2</sup> has been filled in.**

## **SECTION 08 - IRRIGATION**

- Check the skip Q. 8.1.
- Check whether the sum of area for type of irrigation system in Q. 8.2.3-8.2.6 is not greater than the total crop area (at least 1x irrigated) in Q. 8.2.2.
- Check that a code is given to the main source of water for each recorded type of irrigation system.
- **Check that decimals only for ha and kt<sup>2</sup> has been filled in for Q.8.2 and Q8.2.3 - Q8.2.6**
- **Check that the area unit for annual crops, semi-permanent crops and permanent crops the same is as in section 04 (Q4.3.4.1, 4.3.4.2, 4.3.4.3)**

## **SECTION 09 - USE OF FERTILIZERS AND PESTICIDES.**

- **Check the skip Q.9.1 and 9.3**
- If “Yes” has been crossed for Q. 9.1 if fertilizers have been used, than these should also be mentioned in Q. 9.2.
- If “Yes” has been crossed for Q. 9.3 if pesticides have been used, than these should also be mentioned in Q. 9.4.
- **Check if either “Yes” or “No” have been crossed for the Q. 9.2 and 9.4**

## SECTION 10 - CROPS HARVESTED AND SOLD IN 2008

- Check the skip  
Q. 10.1. If the answer is “Yes” at least one crop should be listed in the table;  
Q 10.7. If the answer is “No” go to section 11
- Check for every row when the name of the crop has been recorded if the other questions from the row are filled in. Pay attention that if the packing unit has been recorded then the average weight of the packing unit should be recorded in kilograms (kg).
- The percentage of total harvest sold in 2007 in Q. 10.6 can be at least 0% and maximum 100%.
- Check that Q.10.4 decimals only for ha and kt<sup>2</sup> has been filled in and also the code for area unit.

## SECTION 11 - METHOD OF DISPOSAL OF CROPS, FARM WASTE AND DRAINAGE WATER IN 2008

- Check the skip question 11.0
- Check that the sum of the percentages is equal to 100%.
- Check if either “Yes” or “No” have been crossed for the Q. 11.2 and Q.11.3

## SECTION 12 - LIVESTOCK LARGE & SMALL RUMINANTS, PIGS, POULTRY AND BEES

- Check the skip questions. The questions are 12.1, 12.2, 12.4, 12.5, 12.7, 12.8, 12.9, 12.10, 12.11, 12.12 and 12.14. en 12.15.1 If the answer is “Yes” at least a number has been entered in the table.
- Check if the totals are correct in the following questions.
- Q 12.1.1  
For each row:  
12.1.3 **Total female cattle** = 12.1.4 (Non-lactating) +12.1.5 (Lactating)  
12.1.4 (Non-lactating) = 12.1.6+12.1.8+12.1.10  
12.1.5 (Lactating) = 12.1.7+12.1.9+12.1.11  
For each column: **Total female cattle** = Holstein/Friesian + Criollo + Other
- Q 12.1.12  
For each row: 12.1.14 **Total male cattle** =12.1.15 (Castrated)+12.1.16 (Breeders)

For each column: **Total male cattle** = Holstein/Friesian + Criollo + Other

- Q.12.2.1

For each column: **Total female cattle** = Holstein/Friesian + Criollo + Other

- Q 12.3

For each column: **Total male cattle** = Holstein/Friesian + Criollo + Other

- Q 12.4.1

For each row:

12.4.3 **Total beef cattle** = 12.4.4 (Female) + 12.4.5(Male)

12.4.4 (Female) = the total of the three (3) columns in 12.4.6

12.4.5(Male) = the total of the two (2) columns in 12.4.7.1 and of the three (3) columns in 12.4.7.2

For each column: **Total beef cattle** = Pure bred + Cross bred + Buffalo

- Q.12.5.1

For each column: **Total male cattle** = Pure bred + Cross bred + Buffalo

- Q.12.6

For each column: **Total female cattle** = Pure bred + Cross bred + Buffalo

- Q.12.7.1

For each row:

12.7.3 Total sheep / goats =12.7.4 (Female) +12.7.5 (Male)

12.7.4 (Female) = the total of the three (3) columns in 12.7.6

12.7.5 (Male) = the total of the three (3) columns in 12.7.7.1 and of the three (3) columns in 12.7.7.2

- Q.12.9.1

For each row: 12.9.3 (**Total pigs**) = 12.9.4 (Sows) + 12.9.5 (Boars) + 12.9.6 (Weaners) + 12.9.7 (Piglets)

For each column: **Total pigs** = Pure bred + Cross bred

- Q. 12.10.1  
For each column: **Total pigs** = Pure bred + Cross bred

### **SECTION 13 - AQUACULTURE**

- Check the skip Q. 13.1, **13.12, 13.14, 13.16**
- Check that for the following questions only one box has been crossed: **13.4, 13.7, 13.8, 13.9, 13.10 13.11 and 13.17**
- Check that for every crossed box in Q.13.13 if a percentage has been filled in and that the sum of percentages is not more than 100%.
- Check Q. 13.15 whether the sum of percentages for local and import is not more than 100%.

### **SECTION 14 - ORNAMENTALS, AREA, NUMBER OF PLANTS, HARVEST AND SALE**

- Check the skip Q. 14.1.
- Check that for every crossed box in Q. 14.2.2 these three **(3) questions Q. 14.2.3, 14.2.4 and Q. 14.2.5 are filled in.**

### **SECTION 15 - MACHINERY AND EQUIPMENT, TENURE, ETC.**

- Check the skip Q. 15.1
- Check for every row, when a machine/equipment is recorded if the Q.15.2.3 - 15.2.6 have been filled in with a code.

### **SECTION 16 - AGRICULTURAL SERVICES; CREDIT AND INFORMATION SERVICE**

- Check the skip questions. These questions are 16.1 and 16.3  
If “Yes” has been crossed, then at least one of the boxes in the following question should be crossed.
- **Check if either “Yes” or “No” have been crossed for the Q.16.2 and Q.16.4**

### **SECTION 17 - PROBLEMS WITH REGARD TO THE HOLDING**

- If “Yes” has been crossed, check if not more than 3 (three) boxes have been filled and that they are indicated with the number 1, 2 or 3.

## 2.7 Re - interview

1. Field checking is needed to make sure that the interview has been carried out and **not made up by the enumerator**. Special attention must be given to holders who are living in difficult to reach areas.
2. You should select holdings to be re-interviewed. Ask the holder if he or she has been interviewed by the enumerator and ask some of the questions of the questionnaire for checking. Some **key questions** are the **total area, number of parcels and number of persons in the household**.
3. It is possible that some of the households are not willing to cooperate. This means that the respondent does not want to give information. In these cases the enumerator should have **reported** this to **the Supervisor**. As a Supervisor you should visit the household and **try to get information** in a **tactful and mannered way**. If all of your efforts have **failed**, you have to **report the name and address of the respondent to the Resort leader**. If the name of respondent is unknown, give other information, which can lead to track the person.